



ADDRESS & CONTACT DETAILS

NATIONAL OFFICE
Thornhill Office Park- Building 20
94 Bekker Street
Vorna Valley- Midrand
1686
Direct Line: 087 898 7472
Reception: 010 001 8500

The Legal Practice Council (LPC) is currently embarking on a process to fill a vacant Governance Assistant position for the National Office(Midrand).

Vacancy: Governance Assistant
Province: Gauteng: National Office (Midrand)
Reporting to: Governance Officer
Status: External Advert

Job Purpose:

The Governance Assistant is critical to effective corporate governance with regards to the provision of a professional secretariat and administrative support service to the Office of the Executive Officer.

Key Responsibilities

- Assist in planning and managing the annual meetings calendar for Council and Committee meetings.
- Collate information for Council and Committee meetings
- Assist with the preparation of Committees and Council meeting packs.
- Preparation and maintenance of attendance register, declaration of interest registers
- Record, compile detailed minutes for Committee and Council meetings.
- Providing information on the activities of Committees for the production of the Council's quarterly and Annual reports.
- Safekeeping and updating of contact details and addresses of Council members.
- Developing and managing a record keeping system (relating to activities of Council and Committees).
- Reviewing committee minutes for correctness before submission to the Governance Officer.
- Maintaining records of minutes and schedule of resolutions by Council and Committees.
- Follow-up on Council and Committee meetings resolutions.
- Preparation of action lists and submission to Governance Officer.

Minimum Appointment Requirements

- Matric (Grade 12);
- Diploma/ Certificate in Administrator (NQF Level 6) in Secretarial Studies; Paralegal qualification will be an added advantage
- Proven 3 years working experience in minutes taking, preferably within a legal environment;
- Computer literacy (MS Office) with excellent typing skills.

Skills & Competencies

- Planning, organising and ability to prioritize;
- Client orientated;
- Good communication skills (written and verbal)
- Attention to detail and accuracy;
- Analytical and problem solving.

NB: Application should be directed to the Acting Human Resources Manager: National Office (Ms Sithembile Mthembu) on sithembilem@lpc.org.za and contact 033 345 1304/ 010 0018500.

Kindly indicate the Position you are applying for on the subject line. Please note that correspondence will only be limited to shortlisted candidates, if you do not receive any response within 30 days from the closing date of the advert, consider your application not successful.

Closing date for applications: 13 September 2019

Disclaimer: The LPC reserves the right not to make an appointment.